

**TOWN OF ARLINGTON  
MASSACHUSETTS**

**Invitation for Bid**

**BID #20-16 MOWING / LAWN MAINTENANCE -PUBLIC LANDS**

SEALED bids, pursuant to the Uniform Procurement Act, Ch. 30B, are invited and will be received by the Town Manager, Town of Arlington, Massachusetts, until **10:30 A.M., Thursday, March 26, 2020** at the Office of the Town Manager, 730 Massachusetts Ave., Arlington, MA 02476, at which time and place they will be publicly opened and read for furnishing:

**BID #20-16, MOWING / LAWN MAINTENANCE -PUBLIC LANDS**

No bid will be accepted after time and date specified. Copies of the Invitation for Bid may be obtained at the Office of the Town Manager, 730 Massachusetts Ave, Arlington, MA 02476.

Proposals must be submitted on forms provided in a sealed envelope with the bidders name and address and marked:

**BID #20-16, MOWING / LAWN MAINTENANCE -PUBLIC LANDS**

**I. GENERAL INFORMATION/BID SUBMISSION REQUIREMENTS**

**1. RECEIPT AND OPENING OF BIDS**

The Town of Arlington, herein called the "Owner", invites sealed bids on the separate copies of Bid Forms furnished for that purpose, all blanks of which must be appropriately filled in. The Bound-in Bid Forms in the Contract Documents are for continuity and the convenience of bidders and are not to be detached from the Contract Documents, filled out or executed. Bids will be received at the Town Managers Office, 730 Massachusetts Ave., Arlington, Massachusetts, and then at said office publicly opened and read aloud. The envelopes containing the bids must be sealed, addressed to the Town of Arlington; Town Managers Office/Purchasing Dept. designated **Bid #20-16, Mowing / Lawn Maintenance - Public Lands.**

The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within forty-five (45) days after the actual date of the opening thereof.

**2. PREPARATION OF BIDS**

Each bid must be submitted on the prescribed bid forms and accompanied by Non-Segregated Facilities form, the Non-Collusion Affidavit form, and all Additional Bid Requirements that are supplied to you in the Proposal Package. All blank spaces for bid prices must be filled in, with ink or typewriter, and all of the foregoing Certifications must be fully completed and executed when submitted. Each bid must be submitted in a sealed envelope bearing on the outside the name of bidder, his address and the name and contract number of the project for which the bid is submitted. If forwarded by mail, the sealed envelope addressed as specified above.

**3. QUALIFICATIONS OF BIDDER**

The Owner may make such investigations as he deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

A. To be qualified to receive award of this contract, the bidder must have a minimum of five (5) years experience in similar work and must have completed a contract for a project of similar scope and size in last five years.

B. Each Bid **must include**:

1. A list of any and all citations and/or violations issued by regulatory agencies and/or judgments against bidder from a court of law.

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2. A list of any and all assessed penalties or liquidated damages in the last 5 years, and the project(s) in which they occurred.
3. A list of any and all contract terminations in the last 5 years.
4. Disclosure of any requirements of this bid document that the bidder cannot meet.
5. At least three references, one of which to be a project of similar or larger size.

C. Prior to award of this contract, the contractor or vendor must provide the Town of Arlington the attached Bid Form, insurance liability, workmen's compensation, state tax compliance form, and non-collusion affidavit.

D. The Bidder **must be able to meet the following requirements:**

1. The successful contractor shall be available to commence work as soon as weather and ground conditions permit.
2. All bidders shall have in their possession either by ownership or by a minimum three year lease agreement at the time of bidding, sufficient equipment in order to satisfactorily complete all work that is required under this contract.
3. Subcontracting on contract will not be permitted.

4. **BID SECURITY**

Each bid shall be accompanied by a certified check, treasurer's check or cashier's check issued by a responsible bank of five percent (5%) of the bid or a bid bond, duly executed by the bidder as principal and having as surety thereon a surety company approved by the Owner.

These checks will be returned to the unsuccessful bidder or bidders immediately upon the awarding of the contract and to the successful bidder upon the awarding of the contract and filing of the required documents as detailed below. Should any bidder fail to accept the award within seven (7) days of the award date, then the check may be retained as liquidated damages.

All bid deposits, except those of the three lowest responsible and eligible bidders, will be returned within five days, Saturdays, Sundays, and legal holidays excluded, after the opening of the bid. The bid deposits of the three lowest responsible and eligible bidders will be returned upon the execution and delivery of the Contract, or if no award is made, upon the expiration of sixty (60) days, Saturdays, Sundays and legal holidays excluded, except that, if any bidder fails to perform his agreement to execute a Contract and furnish a Performance Bond as stated in his bid, his bid deposit shall become and be the property of the Town of Arlington as liquidated damages; provided that the amount of the bid deposit which becomes the property of the Town of Arlington shall not, in any event, exceed the difference between his bid price and the bid price of the next lowest responsible and eligible bidder; and provided further that, in case of death, disability or other unforeseen circumstances affecting the bidder, his bid deposit may be returned. The sixty (60) day time limit shall not be applicable to the next lowest bidder, without his consent, if the original award made within the time limit is invalidated.

5. **DAMAGES FOR FAILURE TO ENTER INTO CONTRACT**

The successful bidder, upon his failure or refusal to execute and deliver the Contract and Bonds required within ten (10) days after he has received notice of the acceptance of his bid, shall forfeit to the Owner, as liquidated damages for such failure or refusal, the security deposited with his bid.

6. **CONDITIONS OF WORK**

Each bidder **must** inform himself fully of the conditions relating to the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of his obligation to furnish all material, labor and equipment necessary to carry out the provisions of his contract

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7. **ADDENDA AND INTERPRETATIONS**

No oral interpretation of the meaning of the, specification or other pre-bid documents will be made to any bidder. Every request for such interpretation shall be in writing addressed to **Teresa DeBenedictis, Assistant Director, Department of Public Works, 51 Grove Street., Arlington, MA 02476** and to be given consideration must be received at least five (3) days prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be mailed by certified mail with return receipt requested to all prospective bidders (at the respective addresses furnished for such purposes), not later than two (2) days prior to the date fixed for the opening of bids. Failure of any bidder to receive any such addenda or interpretation shall not relieve such bidder from any obligations under his bid as submitted. All addenda so issued shall become part of the Contract Documents.

8. **SECURITY FOR FAITHFUL PERFORMANCE**

Simultaneously with his delivery of the executed contract, the Contractor shall furnish a Performance Bond in the amount of Fifteen (15) percent of the Total Contract Price. The surety on such bond shall be provided by a duly authorized surety company satisfactory to the Owner.

9. **LAWS AND REGULATIONS**

The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

10. **METHOD OF AWARD - LOWEST QUALIFIED BIDDER**

**The Town of Arlington intends to award the contract to the responsive and responsible bidder offering the lowest price for the three (3) year contract in accordance with specifications.** If at any time this contract is to be awarded, the lowest bid submitted by a responsive and responsible bidder cannot exceed the amount of funds available to finance the project. If such bid exceeds such amount, the Owner may reject all bids.

**Prior to awarding of the contract, the successful bidder or bidders must furnish the following documents to the Town of Arlington:**

1. **Performance Bond for 25% of the contract value based on estimated quantities.**
2. **Insurance Certificates indicating coverage for general liability, property damage, and workman's compensation as detailed within this invitation to bid. Town of Arlington must be named as additional insured for general liability and property damage.**

**The Contractor will not be permitted to either assign or underlet the contract, nor assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the Department of Public Works.**

11. **CONTRACT OBLIGATION**

Any financial obligation of the Town is subject to an annual appropriation to cover the contract obligation.

12. **CONTRACT TERM**

The term of this contract will be for 3 (three) years commencing April 1, 2020 and ending March 31, 2023.

13. **PUBLIC SAFETY AND CONVENIENCE**

The Contractor's attention is directed to the fact that the work on this project is to be performed in TOWN properties which are utilized by pedestrians. He shall furnish, install, maintain, and move all warning devices, barricades, signs, flares, bridging materials, special apparel, and other safety measures and controls necessary for the protection of motorists, of pedestrians, and of his own personnel.

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When, in the judgment of the Town of Arlington, construction operations constitute a hazard to traffic in the area, the Contractor may be required to suspend operations during certain hours.

**14. SALES TAX**

Materials and equipment purchased for permanent installation in the project will be exempt from the Massachusetts Sales and Use Tax. The exemption certificate number will be furnished to the Contractor. Each bidder shall take this exemption into account in calculating his bid work.

**15. NON-DISCRIMINATION IN EMPLOYMENT**

Contract for work under this proposal will obligate the contractors and subcontractors not to discriminate in employment practices.

Bidders must, if requested, submit a compliance report concerning their employment practices and policies in order to maintain their eligibility to receive the award of the contract.

The successful bidder must be prepared to comply in all respects with the Contract Provisions regarding Equal Employment Opportunity, which are located in the Special Conditions section of these Contract Documents.

**16. INSURANCE**

**GENERAL LIABILITY INSURANCE** -- Contractor to supply the Town with certificates of insurance covering public liability in an amount not less than \$500,000, to any one person, and not less than \$1,000,000 on account on one accident.

**PROPERTY DAMAGE INSURANCE** -- Contractor to supply the Town certificates of insurance covering damage in an amount not less than 100,000, for damages on account of any one accident, and not less than \$300,000, for damages on account of all accidents.

**COMPENSATION INSURANCE** -- The Contractor shall furnish the Town with Certificates showing that all his employees who shall be connected with this work are protected under workman's compensation insurance policies.

*The Contractor shall carry general liability insurance with an insurance company satisfactory to the Town so as to save the Town harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or any one in his employ during the execution of the contract.*

Renewal certificates must be furnished by the Contractor prior to the expiration date of any of the initial insurances.

**17. MANDATORY SITE VISIT**

It is the bidder's responsibility to visit and review all sites prior to bidding. Bidders must take the initiative to visit the sites on their own. Questions regarding any sites can be addressed to DPW Operations Manager, Daniel Warren at 781-589-3575.

- 18.** The Director of Public Works reserves the right to either decrease the quantity or eliminate items of work in order to keep the project within the annual funding appropriation. The Town does not guarantee that the actual amount of work will even approximately correspond to the estimate of quantities. The Contractor shall not have claim for anticipated profits. The Town will award the Contract to the responsible qualified bidder.



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3. The sites to be maintained shall include, but not be limited to, the following [Required Schedules are as designated]:

**GROUP 1**

- |  |  |
|--|--|
| 1) Cutter Park (0.4 acres)                 | [R-1] [M-2] - Location: School St.               |
| 2) Ottoson School; front field (0.5 acres) | [R-1] [M-2] - Location: Appleton St.             |
| 3) Parallel Park (1 acre)                  | [R-1] [M-2] - Location: Medford St. (north end). |
| 4) Spy Pond Park (1.1 acres)               | [R-1] [M-2] - Location: Linwood Street.          |
| 5) Park Circle (1.6 acres)                 | [R-1] [M-2] - Location: Park Ave & Park Circle.  |
| 6) Cooke's Hollow/Com. Safety (1.25 acres) | [R-1] [M-2] - Location: Mystic Street @Sachem.   |
| 7) Menotomy Rocks - 2 fields (1.5 acres)   | [R-1] [M-2] - Location: Jason Street.            |
| 8) Wellington Park (0.4 acres)             | [R-1] [M-2] - Location: Grove Street.            |
| 9) Waldo Playground (0.3 acres)            | [R-1] [M-2] - Location: Waldo Road (east end).   |
| 10) Hibbert Street Playground (0.25 acres) | [R-1] [M-2] - Location: Hibbert Street.          |
| 11) Locke Playground (0.25 acres)          | [R-1] [M-2] - Location: Davis Road.              |
| 12) Various Locations, See Below:          |  |

Traffic Islands/Building Grounds/landscape (2± acres) [R-2] [M-2] - Location: On various Public Ways.

Central Fire Station – grounds and courtyard bounded by Mass Ave, Broadway, Franklin St.  
Park Circle – two islands along Park Ave.  
Spring Street – rear of Menotomy Rock Park and along Rt2 Access from 53 Spring St to 97 Spring St.  
Venner Road @ Concord Turnpike  
Lockeland Avenue @ Wildwood Ave  
Linwood Street @ cul-de-sac and sidewalk grass strips from bike path to pond  
Brooks St @ Varnum Street – area at back of sidewalk  
Medford Street @ Chestnut Street  
Medford Street @ Warren Street  
Mass Ave @ Orvis (mowing of island to Brooks St)  
Broadway @ Somerville Line – sidewalk grass strips along cemetery and across street  
Franklin Street @ Parallel St – area behind sidewalk  
Forest Street @ Summer Street – landscaped sitting area (mowing only)  
Lowell Street @ Mass Ave (Foot of the Rocks)  
Millbrook Drive park area – park near high school  
Gray Street @ Oakland Ave – sidewalk grass strip

**GROUP 2**

Landscaped Areas, Planters and Islands [R-3] [L-1]

Mass Ave @ Tufts St, Foster St. and Linwood St.  
Mass Ave @ Orvis St. (includes mowing of entire strip to Brooks St.)  
Mass Ave; Foster St. to Milton St. (29 planter beds)  
Mass Ave; Lafayette St. to Route 16 (both sides of the road)  
Mass Ave @ Cambridge Line

**III. SPECIFIC REQUIREMENTS**

**A. Qualifications and Quality Control**

1. Trained personnel using current, acceptable horticultural and lawn care practices shall perform all landscape maintenance services.
2. All work shall be performed in a manner that maintains the original design intent of the landscape.

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**B. Workmanship**

1. All areas to be maintained shall be inspected by the Contractor before starting work. The Contractor shall be solely responsible for judging the full extent of work requirements involved.
2. Any work performed in addition to that which is outlined herein shall be done only upon approval by the Town.
3. During landscape maintenance operations, all areas shall be kept neat and clean. Precautions shall be taken to avoid damage to existing structures. All work shall be performed in a safe manner to ensure the safety of the Contractor's employees, Town employees and general public.
4. Upon completion of maintenance operations, all debris and waste material including leaves and grass clippings shall be cleaned up and disposed of off-site at a disposal site to be furnished by the Contractor.
5. Any damage to the existing or surrounding landscapes, buildings, play structures, pavements, curbs, or irrigation systems caused by the Contractor shall be repaired or replaced as determined by the Town at the Contractor's expense.
6. Any damage to private property caused by the Contractor shall be repaired or replaced at the Contractor's expense.
7. Prior to each mowing, contractor shall inspect and remove all trash, stone, sticks and other unwanted debris from lawns and dispose of at a contractor furnished disposal site.
8. Lawn areas shall be maintained at a maximum height of 3" and a minimum height of 2" throughout the mowing season. To insure a high quality cut all mower blades shall be sharp.
9. During the mowing season, all lawn areas shall be mowed every regularly scheduled maintenance visit or as weather conditions dictate.
10. The mowing operation includes trimming around all obstacles, raking excessive grass clippings and removing debris from walks, curbs and parking areas. Care shall be taken not to cause any damage or girdle any trees or shrubs with trimming equipment.
11. Mowing shall take place over the entire area to include weeds and nettles and all growth of a non-woody nature. Soft vegetative growth such as clover where it falls within large grassed areas shall be deemed to be part of the contract.
12. Mowing shall take place on the full area of grass up to paving, fencing and other boundaries. String trimmers should be used in areas where mowers cannot cut.
13. The Contractor shall allow in his rates for cutting around all obstacles and obstructions including tree bases, lamp columns, telephone columns, manhole covers, benches within the area to be cut.
14. The Contractor shall repair or replace at his own expense any damage to materials or property on site, resulting from negligence during grass cutting or associated activities.
15. In drought conditions the height of cut will be stipulated by the DPW Operations Manager or designee. No additional payment will be made for variation from the normal specified cutting height. In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of the ground or grass cutting "divots" from the machine rollers or cutters. Should wet conditions persist and additional operations are required to cut the grass and remove arise the Contractor shall submit revised cutting schedules for approval. No payment shall be made while cutting schedules are suspended due to inclement weather or adverse conditions.
16. After raking out landscaped areas, apply mulch to a maximum thickness of 2". Use hand cultivator to lightly rake and remove last year's mulch before applying a new layer. Keep mulch away from perennial, shrub and tree stems
17. Weed control shall be by hand pulling. Stomp on soil to compact after pulling weeds. To prevent weed seed from taking root in disturbed soil, rake mulch or add new mulch to cover exposed areas of soil after pulling weeds.

**C. Scheduling of Work**

1. The Contractor must perform services during dates and times approved by the DPW Director or designee.
2. Before beginning any work for the season, the Contractor shall submit a schedule of visits to the DPW Operations Manager or designee for review and approval. The Contractor shall update the schedule monthly and submit any changes to the DPW Operations Manager or designee. The Town reserves the right to adjust the weekly schedule to accommodate events or activities in Town which necessitate the change. A one-week notice will be provided the contractor prior to such a request for schedule change.

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3. When Schools are in session (September thru May) no mowing shall take place adjacent to school property during the commencement or dismissal times of the School Day (not before 9 am nor between 2 pm to 3:30 pm)
4. Work on sports fields shall not be performed when sports games are scheduled. The Contractor should request a schedule of field games from the DPW Operations Manager.
5. The Town allows for dogs to be "off-leash" in the morning until 9 AM at several park locations. The contractor will make a reasonable attempt to avoid working during these hours at the following locations:

Cutter Park  
Crosby Playground

Spy Pond Park  
Parallel Park

Park Circle (Water Tower)  
Menotomy Rocks Park

Wellington Park  
Waldo Playground

**D. Communications between the Town and the Contractor**

1. Contractor shall be responsible for providing a Crew Foreman/Leader onsite that is responsible for all of the contractor crews' personnel, performance and activities in Town per the contract and who will maintain communications effectively by way of a pager or cell phone with the DPW Operations Manager, Daniel Warren (781-589-3575).
2. The Contractor and the Director of Public Works or his designee shall meet and walk the site at the initiation of the program to determine the condition at the time of all lawn areas included within the limit of work and of any other related items covered in this section of the specifications.
3. Damage to any site or any Town Property or any private property by the Contractor shall be reported to the DPW Operations Manager immediately after the damage occurs and not at the end of the workday. If the Contractor causes damage to any irrigation system component, electrical installation, or other systems, it shall be the responsibility of the Contractor to repair said damage after a submittal, detailing parts to be used and approved by the Department of Public Works. Any damage found at any site by the Contractors employees at the start of the workday shall be reported to the DPW Operations Manager immediately.
4. The contractor shall notify the DPW Operations Manager immediately of any hazard or public safety issues in, on, or above the sites defined. Hazards shall be defined but not limited to ruts, holes, depressions, bumps, broken asphalt, broken concrete, loose sod, damaged walls, damaged buildings, damaged benches, damaged light fixtures or any other hazard that may cause bodily injury or inconvenience.
5. The Contractor shall advise the DPW Operations Manager of any failure to perform the required services on account of inclement weather or adverse conditions. Should inclement weather or other adverse conditions prevent mowing, grass cutting operations shall be resumed as quickly as possible once conditions become suitable again and the Contractor shall provide sufficient labor and machinery to catch up lost mowing time.

**E. Equipment Requirements**

1. The Contractor shall provide all equipment materials necessary to perform the work herein.
2. Grass cutting machines shall be appropriate for the size of area being cut and the standard of finish specified.
3. Medium short grass shall be cut by means of pedestrian guided motor rotary mowers, ride on triple rotary mowers or tractor mounted rotary mowers
4. Rough grass shall be cut by means of a tractor mounted or pedestrian guided rotary, flail or reciprocating mower.
5. Flower stalks in medium short grass areas shall be cut by use of rotary type cutting equipment.
6. Inaccessible margins, isolated areas of any size, corners, bases of fence lines, hedges, buildings and the like shall be cut by other suitable machine(s) or hand tools approved by the DPW Operations manager or designee. Work shall be carried out at the same time as the main area(s). The rates for grass cutting shall include this type of work.
8. Cutters to all mowers shall be sharp and properly set.

**TO THE AWARDING AUTHORITY**

- A. The undersigned proposes to furnish all labor and materials required for **Mowing/Lawn Maintenance - Arlington, MA** in accordance with accompanying specifications subject to additions and deductions according to the terms of the specifications.
- B. This bid includes addenda number: \_\_\_\_\_



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Award to be made on the total price for the three (3) year contract (April 1, 2020 thru March 31, 2023). Second and third year price quotes cannot be less than prior year. Award based on the total estimated price in each group. Bidder may bid one or both groups.

**TOTAL PRICE FOR THREE (3) YEAR CONTRACT: Group 1 \$\_\_\_\_\_ Group 2 \$\_\_\_\_\_**

**YEAR 1**

**GROUP 1:**

**April 1, 2020 – March 31, 2021**

**GROUP 2**

1. Spring Clean-up \_\_\_\_\_
2. Mowing \_\_\_\_\_
3. Fall Clean-up \_\_\_\_\_

- Spring Clean-Up \_\_\_\_\_
- Weeding/Trash \_\_\_\_\_
- Fall Clean-up \_\_\_\_\_

**YEAR 1 TOTAL GROUP 1: \$\_\_\_\_\_**

**YEAR 1 TOTAL GROUP 2: \$\_\_\_\_\_**

**YEAR 2**

**GROUP 1:**

**April 1, 2021 – March 31, 2022**

**GROUP 2:**

4. Spring Clean-up \_\_\_\_\_
5. Mowing \_\_\_\_\_
6. Fall Clean-up \_\_\_\_\_

- Spring Clean-Up \_\_\_\_\_
- Weeding/Trash \_\_\_\_\_
- Fall Clean-up \_\_\_\_\_

**YEAR 2 TOTAL GROUP 1: \$\_\_\_\_\_**

**YEAR 2 TOTAL GROUP 2: \$\_\_\_\_\_**

**YEAR 3**

**GROUP 1:**

**April 1, 2022 – March 31, 2023**

**GROUP 2:**

7. Spring Clean-up \_\_\_\_\_
8. Mowing \_\_\_\_\_
9. Fall Clean-up \_\_\_\_\_

- Spring Clean-Up \_\_\_\_\_
- Weeding/Trash \_\_\_\_\_
- Fall Clean-up \_\_\_\_\_

**YEAR 3 TOTAL GROUP 1: \$\_\_\_\_\_**

**YEAR 3 TOTAL GROUP 2: \$\_\_\_\_\_**

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**BID FORM (Continued)**

The undersigned agrees that, if selected as the Contractor for the above bid items, he shall be obligated to provide those services in accordance with the terms of these specifications at the bid price upon receipt of a Purchase Order signed by the Awarding Authority.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

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**AUTHENTICATION**

The undersigned agrees that, if selected as the contractor for any or all of the above bid items, he shall be obligated to provide those services in accordance with the terms of these specifications at the bid price upon receipt of a Purchase Order signed by the Awarding Authority.

**AUTHORIZED SIGNATURE**\_\_\_\_\_

**PRINT NAME**\_\_\_\_\_

**TITLE**\_\_\_\_\_

**COMPANY NAME**\_\_\_\_\_

**ADDRESS**\_\_\_\_\_ **ZIP CODE**\_\_\_\_\_

**TELEPHONE NO.**\_\_\_\_\_

**CONTACT PERSON**\_\_\_\_\_

**DATE SIGNED**\_\_\_\_\_

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

\_\_\_\_\_  
**Signature of person signing bid  
or proposal**

\_\_\_\_\_  
**Name of Business**

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**TAX COMPLIANCE SHEET**

**NAME OF BIDDER**\_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NO.**\_\_\_\_\_

**SIGNATURE OF RESPONSIBLE OFFICER**\_\_\_\_\_

**TITLE OF RESPONSIBLE OFFICER**\_\_\_\_\_

**DATE**\_\_\_\_\_

Pursuant to M.G.L. c. 62C, Sec. 49A, I certify under the penalties of perjury that, to my best knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
**Social Security Number or  
Federal Identification Number**

\_\_\_\_\_  
**Signature of Individual or  
Corporate Name**

\_\_\_\_\_  
**Corporate Office  
(if applicable)**

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**REFERENCE FORM**

**Bidder:** \_\_\_\_\_

**IFB Title:** \_\_\_\_\_

**Bidder must provide references for all contracts performed within the past two (2) years that are similar in size and scope of this project.**

**Reference:**

**Address:**

**Contact:**

**Phone:**

**Fax:**

**Description and date(s) of supplies and/or services provided:**

**Reference:**

**Address:**

**Contact:**

**Phone:**

**Fax:**

**Description and date(s) of supplies and/or services provided:**

**Reference:**

**Address:**

**Contact:**

**Phone:**

**Fax:**

**Description and date(s) of supplies and/or services provided:**

**[Attach additional sheets if necessary.]**

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**EQUIPMENT DECLARATION FORM**

**Bidder Name:** \_\_\_\_\_

**IFB Title:** \_\_\_\_\_

**Bidder must list all large equipment (larger than a hand mower or trimmer) that will be used during the first year of the contract.**

<b><u>Equipment Definition</u></b>	<b><u>Size Designation</u></b>	<b><u>Year Equipment New</u></b>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____
9) _____	_____	_____
10) _____	_____	_____

**[Attach additional sheets if necessary]**